



**Lake Sector Special Events Office  
Sugar Pine Point State Park**

Dear Prospective Event Applicant,

Sugar Pine Point State Park and the Hellman-Ehrman Mansion grounds are available for weddings and other special events by reservation from June 1st through mid-October on Fridays, Saturdays, and Sundays. Applicants for summer 2017 events will be chosen by random lottery starting on June 1<sup>st</sup>, 2016. Applicants must have completed and returned the Lottery Form by May 31<sup>st</sup> to be considered.

Special Events take place after tours of the Hellman-Ehrman Mansion end. Event *start time* can be no earlier than 4:30pm. The historic grounds are available for your ceremony and reception from 4:30pm until 10:00pm, with set up starting at 2:30pm and break down ending at 12:00am. The inside of the Mansion is not available for events, but tours of the Mansion can be scheduled in advance. All activities are outdoors and are subject to variable weather conditions. **Maximum** group size is 200 guests for a ceremony only and 150 for ceremony plus reception.

Wedding parties and other event hosts may bring in their own musicians, florists, caterers, and other wedding enhancements by advanced arrangement. Changing facilities are available for the bride and bridesmaids as early as 2:30pm. Photographs can be taken prior to your wedding, as early as 3:30pm, or after the ceremony. Parking is available in the main day use parking lot, and guests will access the wedding site by walking through the grounds on paved and graveled pathways. By advanced arrangement only, there is a closer, accessible *drop-off only* area for elderly, disabled, or other guests needing assistance to the event site. For groups smaller than 100, parking passes can be obtained by individual vehicles entering the park for ten dollars **(\$10) per vehicle**, or can be paid for in advance by the event holder. Pre-paying for parking fees is required for any event with a group larger than 100 and this fee is ten dollars **(\$10) per vehicle**. The base fee for a ceremony only, *without* reception, is **\$1,250-\$2,000 depending on date and group size, and includes one state park monitor fee**. *Receptions* may be hosted on the grounds surrounding the mansion, garden and gazebo. Combined ceremony and reception events range from **\$3,000-\$3,750 depending on date and group size, and include one state park monitor fee**.

Restrooms are provided, but due to wildlife restrictions, hand soap is not. Please bring your own. The wedding party must hire a professional caterer to set-up, serve and clean after the event. Set-up may begin no earlier than 2:30pm for the dancefloor and ceremony site *only*; all other set up may begin at 3:30pm. All event activities must end and guests must depart at 10:00pm. Cleanup will begin at 10:00pm and must be complete by 12:00am. **Special Events serving alcohol (only beer and wine permitted) may require an extra monitor and additional monitor fees may apply.**

Once selected and confirmed by the Lottery, your requested date will be held for 14 days, within which time you must submit your Special Events Contract and **non-refundable \$500 reservation fee**. This fee will be applied to your total cost. Well before the event date, you must make an appointment with the Special Events Coordinator for a **mandatory venue site-tour**. No less than 60 days prior to the event, you must submit **the refundable \$500-\$1,000 security damage deposit** and **pay final fees**.

Thank you,  
The Special Events Staff  
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